

Official Board of Directors
Meeting Minutes
Monday August 15, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 4:43 p.m. on Monday July 18, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 4:43 p.m.

Voting members present: Amanda Sundblad, Tara Oberg, Peggy Enerson, Lisa Rahkola, Patrick Selchert, Shari Colvin, Tony Ashwill. Absent: Jennie Pirnie.

Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Chuck Herdegen.

Guests: no guests tonight.

2. Spotlight Report – In lieu of spotlight report, the board met early to do a meet and greet with teaching staff prior to the start of the meeting.
3. Agenda – MS (Ashwill/Enerson) to approve the agenda, all aye; motion carries.
4. Consent agenda – MS (Colvin/Ashwill) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of June 20, 2016 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – new hires – Ashley Needham, SpEd Teaching Partner, Starla Powers, Food Service.
5. Financials
 - a. Receive July 2016 financial statements – not available at this time as the FY16 finance documents are being prepared for the auditors. No concerns were expressed by Herdegen at the finance committee meeting.
 - b. MS (Ashwill/Sundblad) to approve July 2016 expenditures and receipts report, everything looks good except work comp rates being high, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors – reports attached.
 - i. Environmental Education Update – Ms. Soldner and Mr. Marcus went to Audubon’s environmental education workshop/retreat.
 - ii. Academic Testing and Achievement Update – MCA results were mailed out to parents. Results were steady with last year. 4th grade scores were higher.
 - iii. Enrollment Update – enrollment is up, we have a waiting list for E2, up to 19 openings for E1, and we have only 5 openings in our Children’s House program.
 - iv. Activities and Happenings related to the school, staff, students, families, community – Back to school workshops started today.
7. Old Business
8. New Business
 - a. MS (Enerson/Selchert) to approve review of Policies 208P (Development, Adoption, and Implementation of Policies), 214P (Out-of-State Travel by NDMA Board Members), 410P(Family and

Medical Leave Policy), 413P (Harassment and Violence), 414P (Mandated Reporting of Child Neglect or Physical or Sexual Abuse), 415P (Mandated Reporting of Maltreatment of Vulnerable Adults), 514P (Student Bullying Prohibition), 522P (Student Sex Nondiscrimination), 524F (NDMA Technology Resources Use Policy Form), 524P (Technology Resources Use Policy), 616P (School District System Accountability). No substantive changes to any of the policies being reviewed. There were questions as to how NDMA becomes aware of legislative updates. Information comes through Superintendent letters, MACS, BKDA, our auditors, and from administration and board members following legislation and updates from MDE, all aye, motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, September 19, 2016 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, September 12, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting

10. Adjournment 5:35 p.m.

Respectfully submitted,
Tara Erickson

New Discoveries Montessori Academy

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350

Phone #: 320-234-6362; Fax #: 320-6300

www.newdiscoveries.org; info@newdiscoveries.org

Executive Director Report for NDMA's Board of Directors – Dave Conrad

Monday, August 15, 2016

1. Minnesota Charter School Conference

- Shari Colvin, Kirsten Kinzler, Chuck Herdegen and Lisa Rahkola joined me in attendance at the fourth annual MN Charter School Conference at the University of Minnesota Wednesday, July 27th. The setting was lovely, the food was delicious, the conference content was, perhaps, below average. The keynote speaker – Dr. Brian Bridges, United Negro College Fund's vice president of research, offered some good food for thought regarding what we can/should be offering all of our students:
 - o High level of staff/student interaction
 - o Employ academic advising
 - o Promote student engagement based on culture
 - o Develop a strong sense of identity in students
 - o Encourage pursuit of life-long learning
 - o Provide culturally unique opportunities for specific populations (e.g. school for boys)

2. Back-to-School

- a. **Facilities** – Tim and Mia have done a remarkable job readying the school and grounds for the start of the school year. Please note that we will be billing NCA for some of Mia's hours relative to work she's done for them this month.
- b. **Staff Meetings** –
 - i. New Teacher orientation took place last Monday, led by Mrs. Enerson, Mr. Marcus and Mrs. Soldner – our mentor/lead teachers (QComp).
 - ii. Teachers/Administrators began their back-to-school meetings today with a focus on Responsive Classroom, Co-teaching, Technology, and employee benefits.
 - iii. Teachers/Administrators will continue meeting tomorrow Jane Schuette of *LuminaSparks Learning* in the morning, and staff orientation in the afternoon.
 - iv. Teachers/Teaching Partners and Support Staff will meet Wednesday morning for OSHA, Blood-Borne Pathogens, Health Services, etc. We will share lunch with New Century staff at 11 a.m., receive information re: cafeteria benefits after lunch, and work in the classrooms for the afternoon.
 - v. Thursday our special education director – Tammy Pulver – will provide professional development for instructional staff at 12:30. The rest of the day will be classroom/work area prep. Followed by the ice cream social/open house Thursday from 5:30 to 7:30 p.m.

3. Enrollment

- Preschool age 3 6
 - Preschool age 4 13
 - Kindergarten 16
 - Grade one 17
 - Grade two 24
 - Grade three 12
 - Grade four 39
 - Grade five 15
 - Grade six 18
- 160 (pre-k through 6th)
141 (k through 6th)

4. Grade Level Expansion

- David Greenberg requested an update from Tara Oberg re: conversation with NCA administration and board membership. She reported that Dave, Kirsten and Tara met with Jason on July 28th. Kathy Prellwitz, NCA board chair did not attend the meeting. Jason Becker made a commitment to request at this week's NCA board meeting a board member who would be interested in volunteering to meet with us on an ongoing basis to discuss grade level expansion and other pertinent items.

5. Fire Ring

- Tony has completed fabrication of a beautiful steel fire ring with our logo, name and 2016 for our school grounds. We will inaugurate the ring at our September Family Discoveries night (environmental focus).

6. Logo Update

- Amanda recruited a friend to help update our logo and some of our promotional items. We have included information about having entered our second decade of operation. Thanks Amanda and Tara E. for your work in this regard.

7. 3M Grant Update

- We are seeking an extension for the 3M science grant application, having hit a snag in the process last week regarding the deadline.

